

**Town of Westford
Parks & Recreation Commission Minutes
Monday, March 5, 2007
Millenium Administrative Building
7:30 P.M.**

The following are the minutes of the Monday, March 5, 2007 Town of Westford Parks & Recreation Commission meeting. A permanent set of these minutes (maintained for a period of six years) is retained in the Town Clerk's office. A set of these minutes and a tape recording are retained in the Parks & Recreation Department.

Commissioners Present: Colleen Barisano, Kacy Caviston, Carolyn Metcalf, John McNamara, Ken Henly

Staff Present: Pat Savage, Director, Sandra Habe, Assistant Director

I. Approval of Agenda (Open the meeting at 7:30 p.m.)

Colleen motioned to approve the agenda. Ken seconded it. Motion passed unanimously. Agenda was approved at 7:35 p.m.

II. Approval of Meeting Minutes – January 8, 2007

Kacy motioned to approve the February 5, meeting minutes. John seconded the motion. All in attendance agreed, with 0John and Colleen abstaining.

III. Projects/Tasks

A. East Boston Camps –

a. Master Plan Committee Meeting –

b. Parks & Recreation – Nutting Road

i. Wetlands flagging –

ii. Field Development Plan – issue direction Discussion on opposition to infilled surfacing. Pat handed out some documents that have been forwarded to her by people concerned about surfacing. Ken believes vote for funding will occur by the end of this month. There is support from the sports group for funding.

An article was sent regarding the temperature of the surface. Lexington already has their fields and have already dealt with some of these issues. Pat is asking for advice from the commission as to what information they would be looking for

iii. Neighborhood meeting – we will set a new meeting once we have a preliminary design.

iv. Booster's/fundraising – Pat is working with Gus Bickford, Bob Connolly and the sports organizations. Westford Youth Soccer, lacrosse and other organizations will most likely help with fundraising.

v. ANRAD (Kacy) – filed and approved. This item may be removed from the agenda

B. Facilities

a. Old Highway Garage – no new info.

b. VMC (Veterans Memorial Complex) –

C. Properties –

a. Lavallee – Talk about this with Pat when she gets back. We would like to have a complex at this parcel. The commission would like to seek care, custody and control of this property.

b. Tech Park West – no new.

D. American Legion -

D. Marketing – American Legion signs on fields

F. Credit Card – no new info

G. Town wide Coaches rules policy. Remove from the agenda.

IV. Reports/Updates

A. Programs - Are going well. We are working with the school department and their staff to allow us greater access to the computers.

Budgets –

B. Fields/Parks:

a. Grounds – add the Frost field to the agenda.

b. Structures – no new information

- c. Fencing – no new information
- d. Parking – American Legion parking needs to be addressed for this spring, the commission wants to the department to ask for money.

V. Old Business

- A. **CPC Representative** –
- B. **Eagle Article** – Wayne asked for Lois to write an article about the new commissioners and that we have an opening for another member.

VI. New Business

- A. **Special Town Vote** – January 9, 2007
To rescind vote for Graniteville woods because appraisal came in much lower so the Selectman want to rescind.

- B. **Sports Organization Meeting** –

VII. Next Meeting Date

Next Meeting Date: February 5th start 7:15 pm

VIII. Adjournment

Kacy motioned to adjourn at 8:35 p.m. John seconded the motion. Agreed unanimously.

Parks & Recreation Commission Meeting

East Boston Camps

Nutting Road

Article in newspaper:

John said that the CPC money can not be used for funding for the fire station, but can be used for the fields.

Ecologically advantage. Heavy metals (not in tires so what is the field composed of)

Recycling ability of field.

Include temperature explanation of surface. We could have an outdoor thermometer at the field, for people to gauge the temperature. Colleen asked what the temperature differential is between turf and in-filled surface is to help determine the playability of the field.

Maybe a series of articles would be ideal.

We will put these articles in our section of the Eagle. Website that lists all in-filled turf fields.

It is ultimately more cost efficient to have the in-filled turf.

There will be fields there whether they are in-filled or natural.

Vi. CPC - John, Kacy, Jim Garrahty went before the CPC committee. It was well received, very helpful and liked the application.

Neighborhood Meeting - after the CPC committee makes their recommendation and after we have a set of plans to show.

Town Meeting - we need to get people to the meeting to vote. Talk to sports organization to not schedule in town games during the block of time the meeting will cover the CPC vote. Talk to people individually, newspapers, public meetings, sports organizations.

Sports Organization meeting. Thank them for helping to raise funds for in-filled turf.. Invite them to April commission meeting. Cover fields, fees, allocation of fields.

EBCMPC - draft came from committee. Tomorrow night B.O.S. Meeting we will be presenting our information regarding the nature/traditional camp. We have not had the opportunity to run a camp and we would like to offer one. There has been no additional opportunity for a camp.

The RFP required an overnight component. We will be answering questions.

The reporter asked Pat why we want to run a camp there.

The master plan was just received and Pat has not had the chance to really read it.

The consultants have good experience but we do not seem to be getting the product that we are expected.

The three types of programming: outside overnight camp, day camp run by outside, combo run by town and outside.

American Legion

Signs: Pat is working on signage for fields to bring in revenue.

Parks & Recreation allows

Most of East Boston is Middle income The only people living in East Boston in low income are in rent controlled.

Our program offers more access to the public on weekends.

Carolyn is meeting with Mr. Guthrie who is building two courts at summer village and she hopes that he'll be willing to help with Stony Brook courts. He has the equipment to do the site work. The plans are all set, so she is done.

Lavallee Properties - does the commission want to move to speak with the B.O.S. Regarding our care, custody and control. When the new board is voted in we will go before them with the request.

Sign Permit - Kacy gave proposal of WYBSA wrote regarding the signage at American Legion. Joint application of WYBSA and Recreation Commission.

The signs would go on the outfield fences and would raise revenue for the program. The signs are made of vinyl - more like a banner than a wood sign.

Motion to allow groups to place signs on property after the group has come before the commission to show why they want the signs approved the sign Kacy. John seconded case to support the WYBSA by the commission Ken Seconded by Colleen Agreed unanimously

Middle School Program - WPC now running it We are running a new program. Peter Cohen talked it up in a fifth grade meeting today.

Weight training. Survey Monkey

If you look at the number of kids not involved in sports.

Budget - last week Pat spoke last week before the fin com. They asked about the enterprise fund- it does not make sense for Parks & Grounds. It may make sense for WPC. An enterprise fund is just another method of accounting. The grounds budget is offset by the permitting fees. The programs are paid for by the fees. Enterprise all revenues go into account and out of the account all salaries, operation of programs including indirect costs. Additional funds go to retained earnings for the enterprise fund. Pat said we annually review it - the WPC program does seem to fit into the enterprise concept. If you don't raise the funds it must be supported by the tax dollars.

All budgets will be reviewed and paired down. What was surprising was the support by the BOS for \$4.5 million for the expansion of the senior center. Which is a mixed message because the department heads were told to reduce budgets.

Steve submitted a balanced budget. The town manager's budget II does request an override or prop. 21/2. The budgets are only going up 2 to 3%.

d. Parking - there is a plan for American Legion that Paul Sterret designed. The next part is to open up the back of the lot to allow for a drive through component. Kacy is concerned about getting lines to park within. Pat will speak with Paul and get a price. Forge Pond memorial 3 green telephone poles. Pat spoke with town engineer. Carolyn can help us dispose of them.

B. Maintenance Fee - sports group discussion regarding new fields.

New Business:

Office Facility - Pat told the fin com. That we requested a new office. The town manager has money in his budget to have an audit done of office space.

Liberty Way building that town building inspector has looked at to house every department.

Next Meeting:
April 2

Motion Adjourn Ken Seconded John All agreed